
The Career Development Library

**WANT TO LEARN AT YOUR OWN PACE AND IN YOUR OWN SPACE?
THESE MATERIALS ON A VARIETY OF RELEVANT SUBJECTS MAY BE FOR
YOU. CHECK OUT MATERIAL FOR TWO WEEKS AT A TIME.
FOR MORE INFORMATION, PLEASE CALL HR & RM AT (713) 274-5435.**

Communication and Writing Topics

- Better Business Writing (text)
- Clear Writing (text)
- Communication Booster Shots: Prescription for Healthy Communications (CD/DVD)
- Fat Free Writing (text)
- *How to Say Anything to Anyone (text)*
- The Building Blocks of Business Writing (text)
- Thinking on Your Feet (text)
- Writing Effective E-Mail (text)
- Writing Fitness (text)
- Writing that Sells (text)

Compliance Topics

- FMLA (DVD)
- HR How To: Recruiting and Hiring (text)
- It's About Respect (CD/DVD)
- Open Government Training Resources (CD/DVD)
- Preventing Workplace Violence (text)

Employee Development

- Balancing Home & Career (text)
- Create Your Own Future (text)
- Doubling Your Productivity (CD/DVD)
- How to Care For Aging Parents (text)
- How to Master Your Time (CD/DVD)
- How to Negotiate with Confidence (text)
- Managing Anger (text)
- Overcoming Anxiety (text)
- Personal Time Management (CD/DVD)
- Preventing Workplace Violence (text)
- Stress that Motivates (text)
- The Great American Debt Opportunity (text)
- The Continuously Improving Self (text)
- The Oz Principle: Getting Results Through Individual and Organizational Accountability (text)
- The Miracle of Self-Discipline (CD/DVD)
- The Psychology of Achievement (CD/DVD)
- The Science of Positive Focus (CD/DVD)
- The Science of Self-Confidence (CD/DVD)
- The Ultimate Goals Program (CD/DVD)
- Time Management for Results (CD/DVD)
- Time Power (text)
- TQM – 50 Ways to Make It Work for You (text)
- Understanding Organizational Change (text)
- Unlock Your Potential (CD/DVD)
- Working With You Is Killing Me (CD/DVD)
- Village of 100; 3rd Edition (CD/DVD)

The Career Development Library (continued)

CHECK OUT MATERIAL FOR TWO WEEKS AT A TIME.
FOR MORE INFORMATION, PLEASE CALL HR & RM AT (713) 274-5435.

Essential Office Skills

- 50 One-Minute Tips to Better Communication (text)
- Office Management (text)
- Professionalism in the Office (text)
- Working Together (text)

Leadership

- *Classics of Organizational Behavior (text)*
By: Walt Natemeyer and Paul Hersey
- *Developing High Performance Teams (text)*
By: Walt Natemeyer
- *Fierce Conversations (text)*
By: Susan Scott
- Five Questions Every Leader Must Ask (CD/DVD)

Leadership (continued)

- *It's Our Ship, The No-Nonsense Guide to Leadership (text)*
By: Captain D. Michael Abrashoff
- Learning to Lead (text)
- Office Politics (text)
- The Critical Difference (CD/DVD)
- *You Don't Need a TITLE to be a Leader (text)*
By: Mark Sanborn

Management

- Achieving Consensus (text)
- Behavior Based Interviewing (text)
- Finance for Non-Financial Managers (text)
- Handling the Difficult Employee (text)
- *Managing Employee Performance (text)*
By: Tom Watson and William F. Hawkins
- Managing Upwards (text)
- *Powerful Performance Appraisals (text)*
By: Karen McKirchy
- The Wall Street MBA – Your Personal Crash Course in Corporate Finance (text)

The Career Development Library (continued)

CHECK OUT MATERIAL FOR TWO WEEKS AT A TIME.
FOR MORE INFORMATION, PLEASE CALL HR & RM AT (713) 274-5435

Supervision

- Delegating and Supervising (CD/DVD)
- Dynamics of Diversity (text)
- Effective Recruiting Strategies (text)
- Excellence in Supervision (text)
- Successful Negotiation (text)
- Supervisor's HR Desk Reference (book)
- The Fifty-Minute Supervisor (text)
- The New Supervisor (text)

Train the Trainer

- 50 One-Minute Tips for Trainers (text)
- Effective Presentation Skills (text)
- Sales Training Basics (text)
- Technical Presentation Skills (text)

To borrow any of the resources above, please call 713-274-5435.

